

Message: RE: New Contract Invoicing and Reporting Info

✉ RE: New Contract Invoicing and Reporting Info

From Kraft, Emily **Date** Friday, January 27, 2017 12:02 PM
To 'Megan Lengerman'
Cc

 **Attachment 3 Minor Parent Income Determination Formula.docx** (60 Kb HTML)
 **Attachment 3A - Full Needs Standard.pdf** (134 Kb HTML)

Here's the documents that's referencing. However, the eligibility guidelines are also coded into the new system, so it will tell you if a client is not eligible based on income.

From: Megan Lengerman [mailto:megan.lengerman@nursesfornewborns.org]
Sent: Friday, January 27, 2017 11:55 AM
To: Kraft, Emily
Subject: Re: New Contract Invoicing and Reporting Info

Hi Emily,

Is there an Attachment A that references the income guidelines for the clients? It's referenced on Page 7 under 2.2.1.

Thanks!
Megan

Megan Lengerman, MA
Intake and Contracts Manager
Nurses for Newborns
7259 Lansdowne, Suite 100
Saint Louis, MO 63119
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From: "Kraft, Emily" <Emily.Kraft@oa.mo.gov>
Date: Friday, January 27, 2017 at 11:29 AM
To: Megan Lengerman <megan.lengerman@nursesfornewborns.org>
Subject: RE: New Contract Invoicing and Reporting Info

See attached documents and responses in red below.

From: Megan Lengerman [mailto:megan.lengerman@nursesfornewborns.org]
Sent: Friday, January 27, 2017 10:47 AM
To: Kraft, Emily
Subject: Re: New Contract Invoicing and Reporting Info

Hi Emily,

More questions...

1. Regarding Housing, Utility, and Car Expenses Assistance, what is the 12 month period defined as? Since the contract starts in February, do we start then? Or are we counting assistance prior to February? **This will start in February. Prior assistance was not claimed as TANF expenditures, so they do not count towards the 12 month rule. However, I will say that if a client has already received 3+ months of car assistance prior to Feb 1 and is still needing additional assistance, it may be worth researching whether a less expensive mode of transportation would help the client in becoming self-sufficient.**
2. On the QER, we are basically totaling our expenditures for each category for all the months leading up to the due date, correct? For example, for the first one due on 3/31, are we including all of February and March? **Yes to both. For the participant costs section, that is the gist of it. The direct and indirect administrative cost sections are where I think things are a bit more complicated and will have to refer you to Joy Benne at the Department of Social Services.**
3. On the QER, should we continue to use the same major categories as we used previously? Such as supplies, "Other" for pre-authed items, etc? **For the participant services already listed on the form, I know that DSS is ok with those broad categories. I am not 100% sure how detailed DSS would like you to be for additional categories, so it may be worth checking with Joy. "Pre-authorized items" and "supplies" seem like pretty vague categories, so perhaps making it more clear that supplies means "infant care supplies" or if you notice a large group of expenses in an easily grouped category, like "client vehicle expenses" you could break those out. Additionally, some of the pre-authorized expenses you've had over the last few years may be better categorized elsewhere, like some of the job training classes that we've paid for would go under job training assistance. I would minimize the "other" category as much as possible when there are clear ways to do it.**

I think that is it for now :)

Thanks!
Megan

Megan Lengerman, MA

Intake and Contracts Manager

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From: "Kraft, Emily" <Emily.Kraft@oa.mo.gov>

Date: Friday, January 27, 2017 at 10:13 AM

To: Megan Lengerman <megan.lengerman@nursesfornewborns.org>

Subject: RE: New Contract Invoicing and Reporting Info

Hi Megan - The contract requirements are those listed in the RFP. I have attached a copy for your

review. If you have any questions, please let me know.

From: Megan Lengerman [<mailto:megan.lengerman@nursesfornewborns.org>]
Sent: Friday, January 27, 2017 10:04 AM
To: Kraft, Emily
Subject: Re: New Contract Invoicing and Reporting Info

Hi Emily,

I have not yet seen the contract so I'm not familiar with the sections you referenced. Is the contract on the way or can you send me a blank copy just so I can familiarize myself with the new requirements?

Thanks!
Megan

Megan Lengerman, MA
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From: "Kraft, Emily" <Emily.Kraft@oa.mo.gov>
Date: Friday, January 27, 2017 at 9:50 AM
To: Megan Lengerman <megan.lengerman@nursesfornewborns.org>
Subject: New Contract Invoicing and Reporting Info

Hi Megan,

Congratulations on the award of your new Alternatives to Abortion contract!

I wanted to take this opportunity to go over how the new invoicing process works, as you will no longer have the ability to generate invoices with the new Alternatives to Abortion system.

There are two forms attached to this email: the Monthly Invoice Template and the Quarterly Expenditure Form.

Monthly Invoice Form

The Monthly Invoice Form must be completed **at the beginning of each month** for that month (i.e. you will submit the February 2017 invoice at the beginning of February). Your award amount for the remainder of FY17 and the monthly award amount have been populated for you. The only fields you are able to modify on this form are the invoice number, date, service period, prior invoiced total, and quarterly expenditure adjustment. All the remaining fields are password protected and are only to be changed by me. February should be pretty simple, but if you have any questions on how this needs to be filled out, please let me know.

Quarterly Expenditure Report (QER)

The QER must be filled out at the end of each quarter (quarter ending dates are March 31, June 30, September 30, and December 31). If the QER shows that your expenditures are less than the amount paid to you for that quarter, you will enter the difference in the “Quarterly Expenditure Adjustment” field of that month’s invoice (this will be a negative number, so please double check that it is). If you claim more expenditures for reimbursement than was paid to you for that quarter, you will again put the difference in the “Quarterly Expenditure Adjustment” field on the invoice (this time, it will be a positive number and will add to your “total due” field).

For example, for the months of July through September, you were paid \$75,000 total, but you only had \$67,000 in expenditures as reported on your QER. On the October invoice, you would enter - \$8,000 for the quarterly expenditure adjustment, and the total payment for that month would show \$17,000.

If you have questions as to how the Quarterly Expenditure Report needs to be filled out, **please direct those questions to Joy Benne at (573) 751-7027**. I would recommend familiarizing yourself with this form and getting your questions answered sooner rather than later.

Case File Review Reports

Section 2.4.3 requires that case file review reports be submitted on February 15, June 15, and October 15. As the contract is starting so close to February 15, I am not requiring you to submit a case file review report for this date. **Your first report will be due June 15**. Case file review reports can be as simple as an email or Word document describing which client files were reviewed, which case manager serves that client, any deficiencies that were found, and how you plan to correct any deficiencies that were found. Please also make it clear which month the file was reviewed and which subcontractor the case manager is from. For example:

February Case File Reviews

Client: Jessica Smith

Case manager: Tina Jacobs

Subcontractor: ABC Subcontractor

Date reviewed: 2/10/17

Case file deficiencies: Client delivered on 12/14/16, but the client’s birthing outcome has not yet been entered. All other records required by 2.4.1 are present in the case file.

Corrective action: Case manager has been notified of the deficiency and will be entering this data. A follow-up check will be completed by 2/28/17 to ensure the data is entered.

Client: Andrea Thompson

Case manager: Jerri Jones

Subcontractor: 123 Subcontractor

Date reviewed: 2/11/17

Case file deficiencies: None. All records required by 2.4.1 are present in the case file.

Corrective action: N/A

March Case File Reviews

Client: Jennifer Lee

Case manager: Cheryl Loeb

Subcontractor: ABC Subcontractor

Date reviewed: 3/5/17

Case file deficiencies: Records indicate client received rental assistance for November 2016, but no receipt is present. All other records required by 2.4.1 are present in the case file.

Corrective action: Case manager has been notified of the deficiency and has requested a copy of the rent check from Accounting. A follow-up check will be completed by 3/31/17 to ensure the copy is entered into the case file.

Again, if you have any questions, please let me know.

Emily Kraft

Alternatives to Abortion Program Manager

Truman Building, Room 430

Jefferson City, MO 65102

Phone: (573) 522-0003

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ATTACHMENT 3

MINOR PARENT INCOME DETERMINATION FORMULA

NOTE: The “minor parent's parent” will be referred to as the “major parent”.

A minor parent is defined as a parent under the age of 18, including the month turning 18. The major parent is the biological or adoptive parent of the minor parent, not a stepparent of the minor parent. The income of a major parent(s) is used in determining eligibility, if the major parent(s) lives in the same household as the minor parent. A major parent remains financially responsible for the minor parent until the month s/he reaches the age of 18.

When a minor parent requests benefits, the assistance group(s) and budgeting must be determined based on the family's situation.

If a three generation family does not file as one assistance group, the major parent's income is deemed to the minor parent's assistance group.

NOTE: Verification of the major parent's income is necessary to establish eligibility.

When a minor parent moves in with his/her parent(s), determine if the minor parent is included in an assistance group with his/her parent(s) or if the parent's income is deemed to him/her.

NOTE: DO NOT include the major parent's spouse who is a stepparent or persons in the minor parent's eligibility unit as dependents.

When the major parent's income is deemed to the minor parent, determine the portion of the major parent's income to attribute to the minor parent.

1. Obtain the major parent's monthly gross income;
2. Subtract the following from the gross earned income:
 1. An amount equal to 100% of the Federal Poverty Level (FPL) (see Attachment 3A) for the major parent and their dependents in the household (do not include the minor parent and child).
 - a. Dependents are persons who are or could be claimed by the major parent as a dependent for purposes of federal tax liability.
 2. A \$90 work expense standard for each employed major parent.
 3. An amount equal to the full need standard (see Attachment 3A) for the major parent and any other individuals living in the home, (whose needs are not considered in the minor parent's assistance group), who are claimed or could be claimed by the parent as dependents for purposes of federal income tax liability.
 - a. Example: If two adult parents and a sibling of the minor parent live in the same household as the minor parent and her dependent child, disregard an amount equal to the full standard of need for three people.

4. Amounts actually paid by the major parent(s) to individuals not living in the home but who are claimed or could be claimed as dependents for federal income tax purposes.
5. Court-ordered alimony or child support paid by the major parent(s) for individuals not living in the household.

The remainder is shown as unearned income on the minor parent's budget.

EXAMPLE: Ms. Smith is a minor parent living with her mother. Also in the household are her 2 sisters. Ms. Smith's mother earns \$3,000 monthly.

$\$3,000 - 1,675$ (100% of the Federal Poverty Level for 3) = 1,325

$\$1,325 - \$90 = 1,235$

$\$1,235 - \846 (full need standard for 3) = \$389

\$389 is the major parent's income deemed to the minor parent.

When a minor parent reaches age 18 or moves out of his/her parent's home, the major parent's income is not deemed effective the next month.
